# Liverpool John Moores University

# **STUDY ABROAD APPLICATION FREQUENTLY ASKED QUESTIONS 2023-24**

**International Relations – Study Abroad Team**

**ALL MOBILITY IS SUBJECT TO THE CURRENT SITUATION WITH THE PANDEMIC & THE HOST DESTINATION BEING ABLE TO TEACH FACE TO FACE AND STUDENTS BEING PERMITTED SAFELY INTO THE DESTINATION COUNTRY**

# **WHERE CAN I GO?**

LJMU has over 50 partners worldwide, however, partnership are subject specific and are based upon their subject provision, modules delivered in English and contractual requirements. You can also find a list of partners on our [website](https://www.ljmu.ac.uk/students/go-abroad/study-abroad)

# **WHEN CAN I GO & STUDY ABROAD?**

The International Exchange programme is available to current full time students at LJMU where this is permitted as part of your University degree programme and you are not trailing any modules and have good attendance according to your School. The majority of options are either semester 2 of level 5 (some programmes do have an option of semester 1) AND/OR for a year between level 5 and 6. Check out the matrix of partner to programme for further information

# **AM I ELIGIBLE TO STUDY ABROAD?**

The International Exchange programme is available to current full time students at LJMU where this is permitted as part of your University degree programme and you are not trailing any modules and have good attendance according to your School.

## **CAN I STUDY ABROAD, IF IT IS NOT INCLUDED IN MY DEGREE PROGRAMME OR ITS NOT WHEN I WANT TO GO?**

## Study Abroad period is built into each programme and this has been validated. We are unable to deviate from this, as there will be reasons such as external body requirements.

# **HOW DO I KNOW WHAT MODULES TO CHOOSE?**

Your International Mobility Coordinator (IMC) will advise you and will also need to approve them.

# **DURING A YEAR ABROAD DO I STILL NEED TO REGISTER WITH LJMU?**

You should register as normal even if you will be spending a year abroad. You will be sent notifications by email, so continue to check your university email address and follow the instructions given.

# **AM I ABLE TO CONTACT A POTENTIAL HOST WITH QUESTIONS?**

Until your placement has been confirmed we request that you do not contact our partner Institutions directly. Please refer to the partners website and guidance to incoming student exchange students, the partners profile in the LJMU partners document or ask your International Mobility Coordinator and the Study Abroad team in the first instance, who will be better placed to answer your questions. If there is a specific situation where we need to contact a partner in advance of a confirmed placement, this should be done through official LJMU channels, via the Study Abroad Team or your IMC. Once your placement is confirmed and your host has contacted you directly, then you can contact your host with questions.

## **HOW DO I KNOW WHAT MODULES ARE TAUGHT & IN WHAT LANGUAGES?**

LJMU only partner with hosts who teach in English, as we have no language tuition, and our partnerships can be university wide or specific to a subject and the universities will have an official contract in place outlining subjects covered in the relationship. If you speak another language and your programme is partnered with a specific partner, then you may be able to choose modules in this language. Please look on our partner institution websites as many have module catalogues you can access online.

# **CAN SPECIFIC PERSONAL CONSIDERATIONS BE TAKEN INTO ACCOUNT WHEN I AM ALLOCATED A PLACE?**

# We can take into consideration factors that are important to you so if you have personal reasons for requesting a specific destination (e.g. religion, sexual orientation, disability) please highlight this in your reasons for selecting a specific location in your official application.

## **WILL I BE ALLOCATED TO MY CHOICES?**

We will always endeavour to secure an exchange placement for as many students as we possibly can, but due to high demand in some countries and or partners, we cannot guarantee a destination. For example, we only have approximately **one place** for every **five applications** in competitive destinations such as USA and Canada.  We will ask you if you want to be allocated to an available place. You will then be able to considered for this and you can decide if you want to accept the placement.

## **WHAT HAPPENS IF I DO NOT RECEIVE ONE OF MY CHOICES?**

If you don’t get offered a place in one of your choices, this is because of extremely high demand and unfortunately due to the scoring we undertake, you did not score highly enough. However, we will endeavour to offer you an alternative place at one of our institutions that are still available. Students tell us that they have had ‘the best year of their life’ regardless of their destination. We have many partner universities in non-English speaking countries where programmes are taught in English. We know that students who challenge themselves to choose non-traditional destinations have a truly rewarding experience and gain significant personal development skills.

## **WHO DO I TALK TO FIND OUT THE DECISION BEFORE THE RELEASE DATE?**

Unfortunately, we cannot provide updates on individual cases, please be rest assured that the team will contact you about your application once an allocation has been made. Notification will be by 20th March 2023 and this will take the entire day to get through.

## **WILL I NEED A VISA?**

EU Students travelling outside the EU will need a visa. Please contact the host country Embassy in London and research information on the internet.

# **IS IT MY RESPONSIBILITY TO GET A VISA OR DOES LJMU SORT IT?**

It is a student’s responsibility to apply in a timely manner to secure their visa via the official route. Hosts will provide support for their own national study visa but LJMU will not facilitate this for you.

# **DO I HAVE TO PAY FOR MY VISA?**

Yes students must make the payment for the visa and this may be before the Turing grant is paid.

## **HOW DO I KNOW WHAT MODULES TO CHOOSE?**

Your International Mobility Coordinator will advise you and will also need to approve them.

## **WHAT FINANCIAL SUPPORT WILL BE AVAILABLE?**

### **Turing - Global**

Under the Turing Scheme, UK organisations with successful applications will receive funding towards delivering overseas placements. This includes providing participants with grants to help cover the general costs of living while they are abroad.

The amount of funding provided towards the cost of living for each participant will vary depending on the sector and destination country/territory.

Destination countries/territories will be grouped into three categories:

* Group 1 (high cost of living)
* Group 2 (medium cost of living)
* Group 3 (lower cost of living)

To find details of which countries/ territories are in each group, check out the [Turing website.](https://www.turing-scheme.org.uk/funding-opportunities/cost-of-living-groups/)

|  |  |  |
| --- | --- | --- |
| **COUNTRY GROUP** | **Standard monthly grant** | **Widening Participation monthly grant\*** |
| Group 1 | 380 | 490 |
| Group 2 and 3 | 335 | 445 |

\*WP refers to first generation students, carers/care leavers/ estranged, household income<£25K, refugees and asylum seekers

All money is received in £

Widening participation students are also entitled to funding towards the cost of flights. This will be dependent on distance between the home and destination organisation and will support the cost of the round trip. All amounts available have been outlined below:

|  |
| --- |
| **WIDENING PARTICIPATION STUDENT TRAVEL SUPPORT** |
| 10 to 99km = £20 |
| 100 to 499 km = £165 |
| 500 to 1999km = £250 |
| 2000 to 2999km = £325 |
| 3000 to 3999km = £480 |
| 4000 to 7999km = £745 |
| 8000 to 12000km =£905 |
| 12000 km+ =£1360 |

## **WHAT ADDITIONAL FUNDING IS AVAILABLE FOR DISABLED STUDENTS?**

Turing provide funds on a case by case basis and applications and depend on level and type of support required.

## **WHAT FUNDS HAVE WE GOT FOR STUDENT FINANCE AND FUNDING?**

During the period, that you are abroad you can continue to receive funding which you might normally receive whilst you are at LJMU, including via Student Finance. For further information please read

* Student Finance England: [Funding for Study Abroad (England)](http://www.gov.uk/travel-grants-students-england/overview)
* Student Finance Wales: [Funding for Study Abroad (Wales)](http://www.studentfinancewales.co.uk/undergraduate-students/new-students/what-financial-support-is-available/travel-grant.aspx#.WeOe0jtrzIU)
* Student Awards Agency Scotland: [Funding for Study Abroad (Scotland)](http://www.saas.gov.uk/full_time/ug/young/funding_available.htm)
* Student Finance Northern Ireland: [Funding for Study Abroad (Northern Ireland)](http://www.studentfinanceni.co.uk/portal/page?_pageid=54,1266398&_dad=portal&_schema=PORTAL#section1).

Student Finance have a [video](https://www.youtube.com/watch?v=A__glp0Cl48) which explains a little more about what is available and what to do.

Additional Travel grants are also available to eligible full-time students who are studying abroad as part of their degree. All queries regarding eligibility should be directed to Student Finance; all reimbursements are at the discretion of the relevant Student Finance company.

**NB:**the responsibility for completing any relevant forms and for notifying the relevant Student Finance authority (e.g. England, Wales, Scotland or Northern Ireland) remains with the participant and not the LJMU. LJMU cannot confirm if the relevant Student Finance company will accept any particular expense claims or not; as such students are advised to check any arrangements with their Student Finance company directly if they are unsure.

## **ARE THERE OTHER FUNDING SOURCES OUTSIDE EU?**

### [BUTEX Scholarships](https://www.butex.ac.uk/scholarships/)

There are also eight scholarships available for undergraduate students currently registered at a UK University through BUTEX (British Transatlantic Exchange Association). To be eligible to apply you must have been offered a place as a Study Abroad or exchange student in a USA or Canadian university. Full details can be found on the [BUTEX website](https://www.butex.ac.uk/scholarships/). When the scheme opens SAT will contact all relevant students and any eligible student applying for a BUTEX scholarship is requested to inform the Study Abroad team.

### [BUNAC](https://www.bunac.org/uk/travel-essentials/scholarships-and-awards)

Students who will be studying in the USA are also encouraged to apply for BEST Travel Award. The Travel Award will consist of an award of $1,000 to be used towards the cost of travel to the USA and is provided by BUNAC (British Universities North America Club). Further information can be found on the [BUNAC website](http://www.bunac.org.uk/uk/awards).

## **I AM ELIGIBLE FOR STUDENT FINANCE FUNDS WHILST I AM ABROAD?**

You can still apply as normal for your tuition fee loan and you may be eligible for a higher rate of maintenance loan and grant. Please contact [Student Finance England](https://www.gov.uk/contact-student-finance-england) for more information. See above for other funding.

## **WHO PAYS FOR MY TRAVEL AND ACCOMODATION COSTS?**

You are fully responsible for your travel costs to your host institution as well as your accommodation whilst you are abroad. You can still apply as normal for your tuition fee loan and you may be eligible for a higher rate of maintenance loan and grant. Please contact [Student Finance England](https://www.gov.uk/contact-student-finance-england) for more information. The Turing grant is paid to students as a contribution towards costs and may not cover all costs especially in expensive countries or locations.

# **WHERE DO I LIVE WHILE I STUDY ABROAD?**

Accommodation at partner universities varies greatly. At some partners, it is mandatory for students participating in a global opportunity to live on campus whereas other partners do not offer any university affiliated accommodation.

## **MY HOST HAS NO HALLS, HOW WILL I FIND ACCOMODATION FOR MY PERIOD OF STUDY ABROAD?**

Whilst the idea of finding your own accommodation may seem daunting at first, with a little research you will quickly discover your options. Every country and host university is different, so we encourage you to contact returning students. Do check your host university website and their social media channels for exchange students as these can be a very helpful resource. Guidance on how to find private accommodation is available from SAT Study Abroad canvas site.

## **HOW DO I WORK OUT IF I CAN AFFORD TO GO?**

In earlier questions the funds you will receive, but you need to research your preferred location and you can look at the hosts website for information, such as accommodation, the countries border agency for visa, travel providers for flights and cost of living at websites such as [Cost of Living Comparisons, 2021 data. (expatistan.com)](https://www.expatistan.com/cost-of-living)

## **ARE THERE ANY ADDITIONAL COSTS?**

This depends on country and institution however you should expect to pay for

* services which you would normally expect to pay for at LJMU e.g. housing, food, travel, social activitiesetc*.*
* entry / study visa (where required)
* insurance – most non-European universities insist that exchange students take out their mandatory insurance coverage in order to join their Study Abroad Programme. Please make sure you are fully aware of any possible charges when considering possible destinations. Eligible students might be able to retrospectively recoup some / all of the costs incurred for the Mandatory Medical Insurance claim from Student Finance (via the Student Finance Travel Grant)
* a small application charge/IT charges – details will be noted on the partner’s website or the LJMU partner profiles
* additional small charges not covered by the tuition fee waiver – e.g. Art consumables etc.  This should be comparable to what you would expect to pay if studying at LJMU. Your host institution will advise you of any additional small charges which are to be levied at the time of application.

## **HOW DO I GET INSURANCE?**

Students who Study Abroad as part of their degree programme can be covered by the LJMU Insurance policy for the duration of their study period. This coverage is for legitimate academic activity only; for non-academic activity, you will need to get extra additional insurance.

Students will be provided with a copy of the insurance cover note and a letter confirming the situation.

Many universities insist that students purchase their mandatory insurance coverage in order to join their Study Abroad Programme – particularly outside of Europe. This is certainly applicable for most partnerships in Australia, Canada, Republic of Korea, and the USA. Please make sure you are fully aware of any possible insurance related charges when considering possible destinations.

Further information about the UK Global Health Insurance Card (GHIC) can be found on the GOV.UK [website](https://www.gov.uk/global-health-insurance-card).

## **WHAT SUPPORT IS AVAILABLE?**

### STUDY ABROAD TEAM

The Study Abroad Office will support you at every stage of your Study Abroad journey.

We will support your pre-departure, on placement and when you return.

We also offer the chance to speak with LJMU Student Global Champions who have studied or participated in our overseas programmes previously.

You can come to the Global Lounge anytime Monday to Friday between 9-5 during term time and chat with a Global Champion.

### INTERNATIONAL MOBILITY COORDINATORS

International Mobility Coordinators (IMC’s) provide you with academic guidance and support to help you through the full Study Abroad placement – before, during and after.  They will help you select your host, the modules at the host institution, provide information about grade conversion and credit transfer, work with the Study Abroad Office to provide you with information about Study Abroad opportunities and offer pastoral support whilst you are abroad to ensure you are getting the most from the experience.

### LJMU STUDENT ADVICE

The LJMU Student welfare team are on hand to provide further advice to students and further information can be found [here](https://www.ljmu.ac.uk/discover/student-support)

### IMMIGRATION ADVICE SERVICE

#### TIER 4 STUDENT

International students requiring a Tier 4 visa to study in the UK can also receive help from the International Advice Service at LJMU to help sort out any visa issues arising with you going abroad.

#### OVERSEAS VISA

Students will need to apply for visas to study at their host. It is the responsibility of the students to apply for their own visa and the host and the relevant government agency will provide support.

### MONEY SUPPORT

If you need guidance on money matters and dealing with the Student Finance Companies then this team are available to provide you with support [Money advice | Liverpool John Moores University (ljmu.ac.uk)](https://www.ljmu.ac.uk/discover/fees-and-funding/money-advice)

## **WHAT ABOUT LANGUAGE SUPPORT?**

LJMU partners teach in English, but if you have a second language then you have an increased number of study options when you select modules. However, day-to-day life can be improved if you have some language skills and there is support available.

### LJMU LANGUAGE SUPORT

All LJMU students are provided with an opportunity to follow online language programmes via the Rosetta Stone app and you can sign up anytime [here](https://www.ljmu.ac.uk/microsites/library/skills-ljmu/learn-a-new-language-at-ljmu)

Please note that if you study in another language then the host may ask for specific evidence of this from a test such as TOEFL

# **WHAT DO I STUDY?**

All study undertaken abroad will be recognised by your LJMU and your time abroad will be noted on your academic transcript.

You are usually expected to study modules at the partner university in the same subject area as your degree programme at LJMU. However, you might be able to study language, culture or possibly even other modules in related academic subjects to your degree. The option for year long study abroad provides more flexibility in modules studied.

The final decision regarding the modules you can study will be made together with your School International Mobility Coordinator before you go abroad. They will be able to provide you with guidance and explain how this will transfer back to your LJMU degree.

## CREDIT

The credit system at the partner will be different to LJMU.

**Europe**

Institutions will use ECTS (European Credit Transfer System). The conversion is 2 LJMU credits = 1 ECTS. A full year workload is 60 ECTS (120 LJMU credits).

If you Study Abroad for less than a year, most institutions will expect you to study 30 ECTS (60 LJMU credits).

**Outside Europe**

Your School Study Abroad Coordinator will advise you regarding transfer of credits back to your degree programme.

Please note that it is your responsibility to liaise with your IMC in order to gain approval for credit transfer once your placement is confirmed & your nomination to the host has occurred.

## **HOW IS MY EXTRA YEAR CONTRIBUTED TOWARDS MY FINAL AWARD?**

The additional year abroad contributes 50% of the level 5 mark (12.5% of the overall award mark). This is clearly stated in the programme spec for your programme*“Option B: additional study year abroad following Level 5. The programme will offer the opportunity of an additional study year abroad following Level 5. Students will be enrolled on a 480 credit honours with study abroad programme. Of those 480 credits, 120 will be taken via a Level 5 study abroad module, the modules to be studied in the host institution must be agreed in advance. The Level 5 mean for the final award mark will be calculated based upon the 240 credits at Level 5”*

## **HOW DO I CHOOSE THE RIGHT HOST?**

LJMU has over 50 partners worldwide and are subject specific. You can find out where you can go for your course on our [programme to partners matrix](https://www.ljmu.ac.uk/students/go-abroad/study-abroad).

When applying to study on exchange there are a number of factors you need to consider to make sure you choose appropriate host universities and you can see these below:

* **Academic offer** – your chosen universities will need to offer courses and modules that broadly align with your studies at LJMU. We recommend that you check our [matrix of partners](https://www.ljmu.ac.uk/students/go-abroad/study-abroad)for an overview of the programmes on offer at each university. Please bear in mind that the study experience and university culture can differ widely between, and within, different countries and institutions. For example, in Copenhagen expect lots of group work and presentations and in the USA you will have lots of pop quizzes.
* **Competitiveness/Popularity** – some of our partner universities receive more applications than others and LJMU are unable to advice on who that will be, as it changes each year. Therefore, we give you the opportunity to select 3 choices and also to request an alternative location if your top 3 are unsuccessful.
* **Location** – consider whether you would benefit from being closer to home, with access to cheap flights back to the UK, or if you are comfortable with being further away with less opportunities to travel home throughout the year. We recommend that if you want to go further afield choose to go during the yearlong option (if it is available for your programme)

Big famous cities may be attractive, however accommodation can be expensive and the university campus may not be centrally located. Would you be happy to live independently some distance from your academic department? A smaller town may offer a more authentic experience of local culture, and more opportunities to befriend local people. What about sport and social opportunities?

* **Finances** – the cost of living varies significant by country; therefore, we recommend you think carefully about your personal financial circumstances and potential budget. To help you understand costs better we have included a cost comparison to the UK on partner university in our profile document
* **Disability & wellbeing support** – If you currently receive disability support or have a diagnosed condition that requires support or adjustments, this will be an important factor to be mindful of when selecting your university. While support may be available at the partner universities, it may not be readily available in English or to the same extent that it is at LJMU. We recommend you contact our team or the LJMU Student Welfare Team as they may be able to provide support and guidance on this.

Please note that each partner does teach in English for the programmes included in our partnership, but if you do have language skills that can be proven (formal qualifications or can be tested prior to departure) then you will have more module options.

## **WHAT SHOULD I DO BEFORE I APPLY?**

* Start researching about the student exchange (application process, host universities, finance etc.) as early as possible. We recommend that you do this a few months before applying.
* Contact your school International Mobility Coordinator or your Personal tutor/Programme leader for advice, and check that you can study abroad as part of your degree and when it is available.
* Attend our events to hear from former and current exchange students, whilst learning more about the process and destinations on offer. Pop in and have a chat on with someone in the Global Lounge.

## **HOW DO I WRITE A GOOD APPLICATION?**

* You will need to choose up to **3 preferred host universities** in your application. Research your choices and make sure you can demonstrate this in your answers.
* Be specific in your responses, and avoid making general comments about why you want to study abroad. Instead, focus on you and why you want to study at a particular university.
* Talk about what you will do to be a good representative of LJMU whilst you are on exchange and when you return back to Liverpool. This may include experience you currently have such as societies and student life, volunteering and your study interests.
* Click <https://canvas.ljmu.ac.uk/enroll/YFADBG> to find out more about the application form and find further tips.
* Prepare, draft and revise your answers before submitting the application form. There is plenty of time to do the application so don’t rush it, but also try to avoid leaving it to the last minute.

## **WHAT IS THE APPLICATION AND SELECTION PROCESS?**

* The Study Abroad Office will review your answers alongside feedback about your academic performance and attendance
* You will receive the outcome of your application on 16th March
* The application process is competitive as there are limited places available at each partner university. Where there are more successful applications than spaces at a partner, the applications receiving the highest score for question b) will be prioritised. Students will be offered either one of their other choice or an available alternative location
* If you are successful, you will be invited to attend compulsory preparation for your student exchange journey, including several pre-departure sessions.

## **WHAT ARE YOUR GENERAL APPLICATION TIPS?**

As long as you are eligible to take part in the opportunity, selection decisions will be based on the quality of your answers for the questions above. Below we have included some tips for writing a good application:

* Prepare your answers for each question in advance of making the application
* Use the 250 word limit for each question to fully explain and showcase your interest in the opportunity
* Clearly demonstrate your motivations with particular reference to academic, professional or personal development
* Make specific reference to the opportunity you are applying for, your interest in the country, culture and planned activities

## **WHAT SHOULD I DO SPECFICALLY TO COMPLETE MY APPLICATION?**

All application information, information session and submission of applications will be managed via Canvas Study Abroad module NCIR01 <https://canvas.ljmu.ac.uk/enroll/YFADBG>**. Student must self-enrol on the module**

It is highly recommend that students who are interested in studying abroad attend an Information Session by the Study Abroad Team (SAT).

## **WHERE CAN I GET MORE INFORMATION?**

Q&A Instagram sessions and Application Clinics will be facilitated by Global Champions who are students who have previously undertaken overseas activity. It is recommended that a student attends a SAT Information session prior to attending these sessions and clinics. Further details are provided below

## **WHERE DO I GET ACADEMIC ADVICE?**

You **MUST** discuss the available host institutions and period for Study Abroad with your [International Mobility Coordinator (IMC)](https://www.ljmu.ac.uk/students/go-abroad/study-abroad/how-to-apply) and you will need them to approve your application before you submit it via the Study Abroad Canvas site.

## **WHEN CAN I START APPLYING AND WHERE DO I GET MY APPLICATION?**

Students can upload their applications to the Canvas Study Abroad module <https://canvas.ljmu.ac.uk/enroll/YFADBG> from 9th February, this is because we would prefer, that students attend one of promotional sessions prior to submission of the application.

Only applications submitted online via the Study Abroad Canvas site will be accepted. Applications will not be accepted after the deadline of 1st March 23.59, unless there are mitigating circumstances and this must be submitted in writing .

## **SHOULD I WRITE MY APPLICATION BASED MY MAIN CHOICE?**

Answers should relate to your 1st choice host University

## **I ONLY SPEAK ENGLISH, CAN I STILL GO & WHY ARE YOU ASKING?**

We request information on any addition language skills, but this is for information and has no influence on the outcome of your application, as all partners teach in English. It is purely for information as students with language skills may be able to register on modules not taught in English

## **WHEN WILL I BE TOLD IF I HAVE BEEN SUCCESSFUL?**

You will be informed of the outcome of your application no later than 20th March 2023 and students must accept the offer by 24th March. This will take several hours to complete so please remain patient and do not contact the Study Abroad Team for an update or an ETA.

# **CAN I GET SPECIFIC FEEDBACK?**

General feedback will be given to unsuccessful students by SAT, no individual feedback will be given due to the high number of applications expected.

## **CAN I APPEAL THE DECISION?**

Application and nomination outcomes are final and students cannot appeal

## **HOW DOES THE APPLICATION PROCESS WORK?**

A panel of LJMU staff will assess all completed applications submitted by the deadline of 3rd March. The assessment panel will allocate students to a host institution and confirm students’ nomination and the host institution’s suitability for the student’s programme of study at LJMU. The relevant IMC will be informed & they ascertain if you have good a good attendance record and academic standing & if they do, they will give clearance for travel.

## **WHEN I HAVE ACCEPTED MY OFFER WHAT HAPPENS NEXT?**

Once a student accepts the location, we will then be asked to confirm their acceptance whereby they commit to both the proposed study abroad destination and attendance at a series of compulsory pre-departure sessions. LJMU will give notice of all pre-departure sessions in advance, so students can arrange to attend

## **HOW ARE WE NOMINATED TO OUR HOST?**

IMC’s & SAT will nominate students to hosts their specific deadline & then hosts will contact students with their own requirements or visa regulations and LJMU has no influence on when this will be done and over any requirements or deadlines.

If a host rejects or withdraw the placement, due to their own specific reasons, then this is beyond the control of LJMU but we will endeavour to find a suitable alternative, but students must be aware that it may not be in the same location or country.

## **HOW DO I ACCEPT MY PLACEMENT?**

## If you are offered a place, you will need to complete the following steps to formally accept your place:

* **Submit some additional details** to help us better meet your needs and accept the student agreement, the terms and conditions of your experience.
* **Submit your bank details** This is so we can pay you your Turing grant prior to travel.

**If you do not formally accept your place within 10 days of receiving your offer email then the offer may be withdrawn and you could lose your place** **on the opportunity.**

## **WHAT HAPPENS IF I CHANGE MY MIND?**

**LJMU is aware that some students will have specific reasons for a late withdrawal, such as ill health or family issues and we will consider these reasons.**

Generally you will have up to 14 days from submitting your additional details to withdraw from your Study Abroad opportunity. If you no longer wish to participate in the opportunity, please email you need to :

* Formally inform LJMU Study Abroad ([goabroad@ljmu.ac.uk](mailto:goabroad@ljmu.ac.uk) )
* Register onto the following semester or year at LJMU- further advice from IMC, PL or School Office
* Inform your Student Loan Company of changes.

Please note, that we will not automatically move your placement to the next academic year or to your original first choice. You will be asked to apply again if you want to move from semester only to year long.  
  
**Important: if you withdraw from the opportunity after 14 days of submitting your additional details you will be liable for costs incurred to the university, including full repayment of the LJMU.**

## **WHERE CAN I GET MORE INFORMATION?**

The Study Abroad Team are available in the Global Lounge in the Student Life Building from 9-5.

Students can attend various types of sessions to gain further advice on Studying Abroad during 2023-24 and their type and arrangements are in the canvas Study Abroad site:

### **Information sessions**

Opportunity for students to attend a session given by the Study Abroad Team and the agenda will include:

* Why study abroad and the benefits to students
* Study durations
* Partner introduction
* Funding availability and type
* Application advice and process
* Introduction to the Global Champions and the experiences they have had.

### **Study Abroad Application clinics**

Students can meet individual Global Champions who will provide guidance and advice for students on their applications to study abroad. Due to the current restrictions, all sessions will be delivered virtually and if a they should email [goabroad@ljmu.ac.uk](mailto:goabroad@ljmu.ac.uk). The Team will allocate students to specific Global Champions and arrangements to meet at the specified time will be made via the Global Champions and applicants.

**NB. Arrangements are not available outside of the times shown below**

NB. In addition to the sessions above students must make arrangements to meet their specific International Mobility Coordinator to discuss and approve their application.

Do you have questions?

[**GoAbroad@ljmu.ac.uk**](mailto:GoAbroad@ljmu.ac.uk)

**0151 904 6470**

**@LJMUGlobalOpps**

**Come and see us at the Global Lounge in the Student Life Building between 10 – 4 every day.**